

HEALTH INSURANCE PREMIUM PAYMENT (HIPP) PROGRAM

Documentation Requirement for Retirees

Documentation of continued health insurance premium payment is due by the 1st of each month, no later than the 10th for those paying their health insurance premiums on a monthly basis. If you have health insurance, but do not receive or have access to obtaining a monthly statement showing the premium deduction, the following instructions are provided to meet the HIPP program requirements.

Federal Retirees

Federal retirees that have internet access may view and print their retirement or annuity statements anytime by visiting the Office of Personnel Management (OPM) Retirement Services online at: [https://www.servicesonline.opm.gov/\(h0ofgpznx13oyg55np40pv55\)/Default.aspx](https://www.servicesonline.opm.gov/(h0ofgpznx13oyg55np40pv55)/Default.aspx).

Print your monthly statement and submit the documentation showing the premium deduction amount.

All Other Retirees

Retirees who do not receive a monthly statement need to submit the most current annual statement on a monthly basis. You can make 12 copies, one for each month. Each month you must sign and date the statement. Your signature and date will certify that there are no changes in the health insurance plan or the premium deduction amount(s). Submit a signed copy each month to be received in our office no later than the 1st of each month.

If you do not have an annual statement and do not have access to obtain one, please contact your HIPP Analyst at (800) 432-5924 (in Virginia only) / (804) 225-4236.